

HOW TO APPLY FOR ELECTRICAL SERVICE FOR YOUR LANEWAY HOUSE IN THE CITY OF VANCOUVER

CONTACT BC HYDRO BEFORE YOU START DESIGNING A LANEWAY HOUSE.
IT COULD SAVE YOU TIME AND MONEY!

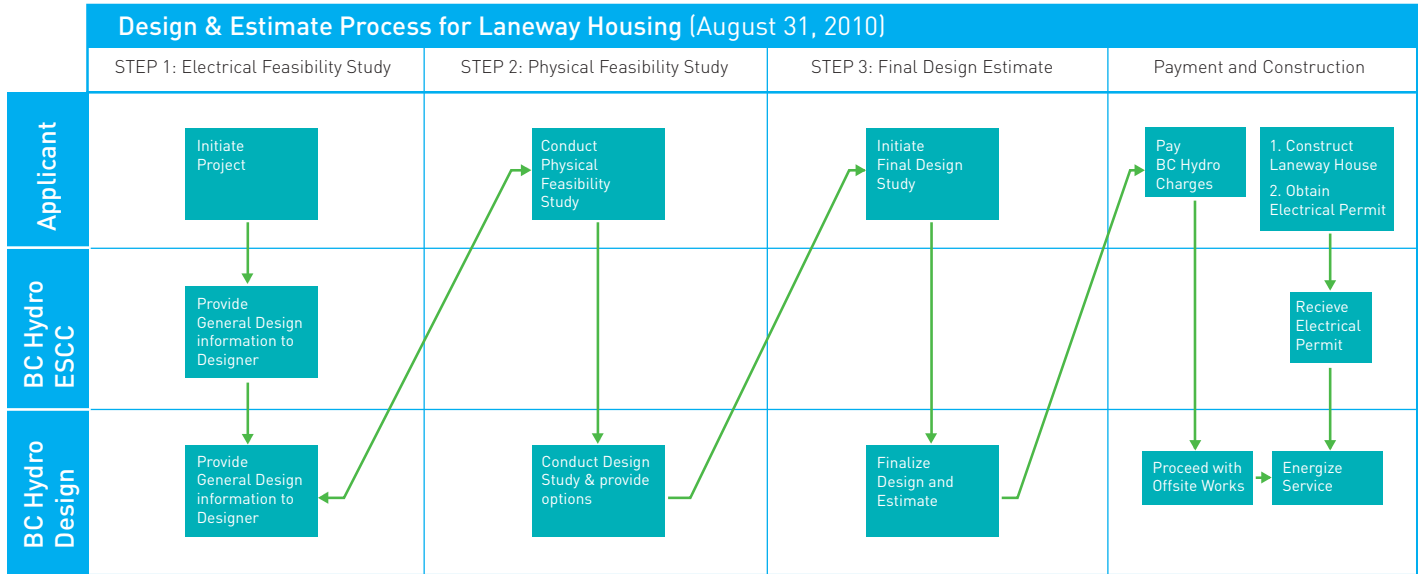
This document is intended for the use of the property owner or the party acting on behalf of the property owner who makes application to BC Hydro for electrical service to a Laneway House in the City of Vancouver.



FOR GENERATIONS

Application Process Requirements and Responsibilities

To help you get your electrical service efficiently, below is an overview of the process to apply for and receive electrical service followed by a step-by-step explanation.



Step 1 of 3 - Electrical Feasibility Study & Determination of Preliminary Service Type

The Applicant provides BC Hydro the completed application form entitled Submission for Laneway Housing:

Step 1 of 3 – Electrical Feasibility Study included on p. 5 and 6. It includes the following:

- Completed City of Vancouver checklist titled Bulletin 2003-016-EL.
See <http://vancouver.ca/commsvcs/LICANDINSP/bulletins/2003/2003-016.pdf>.
- Completed Electrical Service Information form. See page 6.
- Requested Electrical Service: Overhead Underground

Important Note: The City of Vancouver requires separate electrical permits for the main house and the Laneway House.

Send your completed Submission for Laneway Housing: Step 1 of 3 – Electrical Feasibility Study to BC Hydro.

If you have questions, contact BC Hydro's Electric Service Coordination Centre (ESCC) at **1 877 520 1355**.

Please advise the representative that this is a Laneway House in Vancouver.

The BC Hydro Designer then provides you with the following information related to your service requirements and costs:

- The results of the electrical feasibility study to maintain power quality to your area.
- Notice on whether the electrical service will be overhead or underground. At this stage electrical service determination is preliminary only and will be finalized after the physical feasibility study in Step 2 is completed by the applicant.
- A preliminary cost estimate range based on preliminary electrical service type.

Important Timing Information: Upon receipt of all the information listed above, please allow up to 3 weeks for the completion of Step 1.

Step 2 of 3 - Physical Feasibility Study

The **Applicant** provides BC Hydro the completed application form entitled Submission for Laneway Housing: Step 2 of 3 – Physical Feasibility Study included on p. 6. It includes the following information:

- Conceptual drawings displaying the Laneway House design.
- The location of the proposed meter base and the electrical service.
- The location of the existing BC Hydro electrical overhead secondary wires in relation to the proposed Laneway House and the main house with clearance measurements from the property lines.
- Site plans showing dimensions and locations of all buildings on your property.

The **BC Hydro Designer** then conducts a Design Study and:

- Finalizes the electrical service requirements based on the above submission.
- Contacts you with the findings and explaining to you the electrical design options available.

Step 3 of 3 – Final Design and Cost Estimate

The **Applicant** provides BC Hydro the completed application form entitled Submission for Laneway Housing: Step 3 of 3 – Final Design and Cost Estimate included on p. 8. It includes the following information:

- A non-refundable design deposit of \$560 (as of August 2010 and includes HST). The deposit will be credited to the project if the job proceeds within 12 months of receipt of the deposit.
- A registered legal property plan.
- The civic address for the Laneway House provided by the City of Vancouver.
- The Laneway House architectural and landscape drawings.
- The final scaled site plan drawings.
- For an underground service only: Civil drawings showing water, sanitary, storm, telephone and gas locations on private property.
- For an underground service only: Detailed service duct profiles on private property when the duct extends more than 5 meters onto the private property.

The **BC Hydro Designer** then will provide:

- For underground infrastructure: civil drawings for required approvals.
- For overhead infrastructure: the required design.
- A quotation letter to the applicant that includes the design, cost estimate and conditions. The cost estimate is valid for 90 days.

Payment and Construction

The Applicant:

- Makes payment to BC Hydro.
- Constructs Laneway House.

BC Hydro:

- Once payment is received, BC Hydro constructs required works as per the quotation letter and approved permit(s), and then
- After receipt of the overhead / underground declaration form and the electrical permit from the City of Vancouver, BC Hydro energizes your electrical service.

Important Timing Information

When an applicant agrees to proceed with the design, ensure that there is adequate lead time between the construction schedule of your Laneway House and the required construction of offsite works by BC Hydro. Please refer to the lead times for our services as shown below:

Presently, our approximate **design lead times** are:

- 3 weeks for overhead design and estimate.
- 8 weeks for underground design and estimate.

Presently, our approximate **construction lead times** after payment is received and all required permits are in place are:

- 4 weeks for overhead construction if applicable.
- Then 8 weeks for underground construction after the completion of the applicant's civil work on private property. This involves 4 weeks for civil works and 4 weeks for electrical works.

To prevent any delays to the final electrical service, we recommend that the final requirements be submitted to BC Hydro at the same time as your submission to the City of Vancouver for a building permit.

APPLICATION FOR BC HYDRO ELECTRICAL SERVICE TO A LANEWAY HOUSE

(in the City of Vancouver)

Step 1 of 3 – Electrical Feasibility Study

To complete Step 1, include the following information with this form:

- Completed City of Vancouver checklist titled Bulletin 2003-016-EL.
See <http://vancouver.ca/commsvcs/LICANDINSP/bulletins/2003/2003-016.pdf>.
- Completed Electrical Service Information form. See next page of this document.
- Requested Electrical Service (check one): Overhead Underground

Important Note: The City of Vancouver requires separate electrical permits for the main house and the Laneway House.

Project Address

Main House Civic Address _____ Street Name _____
Laneway House Civic Address _____ Street Name _____
City _____ Postal Code _____

Registered Owner's Information

Suite no. _____ Civic Address _____ Street Name _____
Mailing Address _____ Street Name _____
City _____ Postal Code _____
Phone _____ Fax _____
Email _____

Name of Applicant (if other than Registered Owner)

Company Name _____ HST Registration no. (if applicable) _____
Contact Person _____
Suite no. _____ Civic Address _____ Street Name _____
Mailing Address _____ Street Name _____
City _____ Postal Code _____
Phone _____ Fax _____
Email _____

Signature of Person Authorized _____

Print Name _____

Submission Methods:

Fax: 604 528 2232 Email: Design.LMC@bchydro.com

Mail to: BC Hydro

Attention: Distribution Service & Design
6900 Southpoint Drive, Pod C01
Burnaby, BC, V3N 4X8



ELECTRIC SERVICE INFORMATION

Return to: BC Hydro Fax: 604 528 2232 Submitted by: _____

Attention: _____ Date _____

Project Name _____

Service Address _____

Legal Description _____

	Name	Address	Phone No.
Owner (Customer)			
HST Number			
General Contractor			
Electrical Contractor			
Consultant			

Proposed Use of Building _____ New Existing

Number of hours of operation per day: _____ Number of operational days per week: _____

Address of similar building (size and use): _____

Electrical Details (if more than one electrical room, use separate sheet for each)

Main Switch/Service Size _____ amps. Code Peak Demand _____ kW

Voltage _____ volts. Average Operation Demand _____ kW

Largest Motor _____ hp. Time of Day of Peak Demand _____ a.m./p.m.

Building Heated by: Gas Electric Geothermal Other _____

Anticipated Energize Date _____

Load Details	Connected
Electric Heating Load	kW
Lighting Load	kW
Motor Load	kW
Air Conditioning Load	kW
Other Load (Specify)	kW
Total Connected Load	kW
Proposed Future Load	kW

Metering Voltage _____ Volts _____ Phase _____ Wire _____ Number of Meters Required _____

CT Type Donut Bus CT Lugs Conductor Size _____ X _____ Cu Al

Meter Cabinet inside Outside Temporary Master Metering Required? Yes No



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Step 2 of 3 – Physical Feasibility Study

To complete Step 2, include the following information with this form:

- Conceptual drawings displaying the Laneway House design.
- The location of the proposed meter base and the electrical service.
- The location of the existing BC Hydro electrical overhead secondary wires in relation to the proposed Laneway House and the main house with clearance measurements from the property lines.
- Site plans showing dimensions and locations of all buildings on your property.

Project Address

Main House Civic Address _____	Street Name _____
Laneway House Civic Address _____	Street Name _____
City _____	Postal Code _____

Submitted by _____

Submission Methods:

Fax: 604 528 2232 Email: Design.LMC@bchydro.com

Mail to: BC Hydro

Attention: Distribution Service & Design
6900 Southpoint Drive, Pod C01
Burnaby, BC, V3N 4X8



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Step 3 of 3 – Final Design and Cost Estimate

To complete Step 3, include the following information with this form:

- A non-refundable design deposit of \$560 (as of August 2010 and includes HST). The deposit will be credited to your project if the job proceeds within 12 months of receipt of the deposit.
 - Make your cheque payable to “BC Hydro”.
 - Mail to: **BC Hydro**
Attention: (BC Hydro Designer’s name here)
6900 Southpoint Drive, Pod C01
Burnaby, BC, V3N 4X8
- A registered legal property plan.
- The civic address for the Laneway House provided by the City of Vancouver.
- The Laneway House architectural and landscape drawings.
- The final scaled site plan drawings.
- For an underground service only: Civil drawings showing water, sanitary, storm, telephone and gas locations on private property.
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Project Address

Main House Civic Address _____ Street Name _____
 Laneway House Civic Address _____ Street Name _____
 City _____ Postal Code _____

Anticipated Date for Energization _____

IMPORTANT NOTE: To calculate your anticipated date for energization, review the expected design & construction lead times provided in “Important Timing Information” on p. 3 of the BC Hydro document called How to Get Electrical Service to your Laneway House in the City of Vancouver.

Submitted by _____

Submission Methods:

Fax: 604 528 2232 Email: Design.LMC@bchydro.com

Mail to: **BC Hydro**
 Attention: **Distribution Service & Design**
 6900 Southpoint Drive, Pod C01
 Burnaby, BC, V3N 4X8

